



Request for Proposal (RFP)

**From Chartered Accountant (CA) Firms for Engagement of GST & TDS Return  
Consultant for Indian Institute of Corporate Affairs.**

Indian Institute of Corporate Affairs (IICA)  
P-6, 7 & 8, Sector 5, IMT Manesar,  
District Gurgaon - 122050 (Haryana), India

**Indian Institute of Corporate Affairs**  
**Ministry of Corporate Affairs**  
Plot No. P-6,7,8, Sector-5, IMT Manesar (Gurugram),  
Haryana – 122050 Tel: 0124-2640000 Fax: 0124-2291036

**Dated:12/09/2022**

**Request for Proposal (RFP) for Engagement of GST & TDS Consultant for Indian  
Institute of Corporate Affairs for the 3 years**

The Indian Institute of Corporate Affairs (IICA) invites sealed quotation for filling of GST & TDS return of the Institute for the 3 years (extendable year to year basis on satisfactory performance and maximum limit of time upto 3 years. The intended bidders may submit their sealed quotation up to 18-09-2022 at Indian Institute of Corporate Affairs, Manesar (Haryana).

**Sd/-**  
**Rajesh Batra**  
**(Chief Administrative Officer)**

**Indian Institute of Corporate Affairs**  
**Ministry of Corporate Affairs**  
Plot No. P-6,7,8, Sector-5, IMT Manesar (Gurugram),  
Haryana – 122050 Tel: 0124-2640000 Fax: 0124-2291036

**Background**

The Indian Institute of Corporate Affairs (IICA) was registered as a society on September 12, 2008 under the Societies Registration Act, 1860. An autonomous institute, IICA works under the aegis of the Ministry of Corporate Affairs to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators as well as other stakeholders working in the domain of corporate affairs.

Tender for Filing of GST & TDS Returns of the Institute.

Date of Issue of tender	:	12-09-2022
Last date of Submission of tender	:	18-09-2022 by 3:00 PM
Date of Opening of tender	:	
Technical Bids	:	20-09-2022 at 4:00 PM
Financial Bids	:	22-09-2022 at 4:00 PM

**Sd/-**  
**Rajesh Batra**  
**(Chief Administrative Officer)**

## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDER**

### **Scope of work for GST and TDS:**

**Activity#1** :GST Return filing for IICA Delhi (1 Unit) and IICA Manesar (1 Unit)

1. Monthly return filing under GST.
2. Guidance in rectifying errors/validations of GSTR 2A and Reconciliation of 2A
3. Assistance in payment of GST under Different heads.
4. Consultancy on Routine matters, sharing views on different aspect of GST as & when required
5. Guidance on of GST input Reconciliation in tally with GST Portal.
6. Guidance on of GST Output Reconciliation in tally with GST Portal.
7. Assistance in filing TDS Return under GST.
8. Filing of GSTR 7.

**Activity#2 : TDS Returns**

1. Preparation and filing of TDS Return both for Salary and Non Salary on quarterly Basis
2. Validation of data:
  - a. Tax deducted properly or not
  - b. PAN Number verification
  - c. Payments of Tax Under Correct Section.
3. Revision of TDS return as and when required on the basis of request from IICA.
4. Duration of work: Three years.

### **Eligibility Criteria**

1.The firm should have at least 5years of experience and which are based in Delhi/NCR, and preference will be given to those firms who has associated with government institution in the area of taxation. (Copy of document attached)

Note:-

Both the technical & financial bid must be in separate sealed envelope and those which meet the requirement of technical bid shall allowed to participate in the financials bid.

**APPLICATION – TECHNICAL BID**

**Detail of Chartered Accountant firms for the Statutory audit assignment of Indian Institute of Corporate Affairs (IICA) for the financial years: 2020-21 and 2021-22**

1. Name of the Firm (In Capital letters) \_\_\_\_\_
2. Address of the Head Office \_\_\_\_\_  
(Please also give telephone no. and \_\_\_\_\_ E-mail address)  
\_\_\_\_\_
3. PAN No. of the Firm \_\_\_\_\_
4. Personal Detail:
  - a) ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_
  - b) Date of constitution of the firm: \_\_\_\_\_
  - c) Date since when the firms has a full time FCA \_\_\_\_\_
5. Number of Full-Time Partners in a firm as on 01-04-2022 \_\_\_\_\_  
(Please fill up “Annex- A”)
6. Number of part time Partners if any, as on 01-04-2022 \_\_\_\_\_
7. Number of Full Time Chartered Accountant Employees as on 01-04-2022 \_\_\_\_\_
8. Number of Branches (Please fill up “Annex-B”) \_\_\_\_\_
9. Whether the firm is engaged in any Filing of TDS & GST return and other accounting work of any Govt. Companies / Autonomous body, and Academic Institutions etc. Yes/No

If yes, details may be given “Annex-C”.

## APPLICATION – FINANCIAL BID

**For conducting filing of GST & TDS returns of Indian Institute of corporate Affairs (IICA), Manesar for the 3 years.**

1. Name of tendering Chartered Accountant's Firms:

Sl. No.	Component of Rate	Amount
1.	Charges for filing of GST & TDS returns of Indian Institute of Corporate Affairs (IICA) for the 3 years Return wise.	
2.	GST Liability @-----%of -----	
3.	Any other liability (Pl. Indicate)	
<b>Grand Total</b>		

**Signature of authorized person**

**Date:**

**Name:**

**Place:**

**Seal:**

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory /taxation liabilities in force at the time of entering into the contract
2. The payment shall be made on conclusion of the calendar month only for which services have been performed.